

~~CONFIDENTIAL~~

Report for Week Ending 26 June 1957  
from  
FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

(1) Completed 22 actions requiring the printing of 113,100 copies or sets of blank forms. This represents an increase of 4 actions with a decrease of 23,900 in the total number of copies compared to last week.

(2) Two new and seven revised forms were approved.

b. Intangible

(1) Obtained thru OTR the part-time services of two JOT's for one week

25X1

(2) The survey project pertaining to the current status of forms under the old numbering system is nearing completion. The present efforts indicate that 23 of these forms are obsolete. Sixty of these forms are still active and most of these will carry re-designated numbers when reordered.

2. Assignments

a. Active

(1) Article being prepared on "Forms Management" for the Support Bulletin

(2) Efforts are continuing on the "Forms Management Handbook".

25X1

(3) Dual Offset Master "Information Report" form being developed for use in [ ]

(4) Three Employee Suggestions are presently being evaluated

(5) New draft of the revision of Form 30, "Request for Approval of Form" is now ready for final type copy preparation by the "Printing Services Division"

3. News

The Sec. SAC and I attended the Honor Awards Board Meeting 21 Jun. re contributions of officers involved in improvements in reporting and disseminating timely intelligence information. The Board suggested that DD/P formally nominate the 8 officers for Honor Awards.

I attended a meeting with [ ] in Mr. Helms office to discuss the amount of awards to be made on the "Hot" Information Report Suggestions. Mr. Helms withdrew his formerly imposed \$5,000 ceiling on these suggestions and said he would be agreeable with any figure approved by the Suggestions Awards Committee. The Committee meets today at 3 p.m. to decide finally on the size of the awards.

25X1

25X1

[ ] returned from 2 weeks leave.

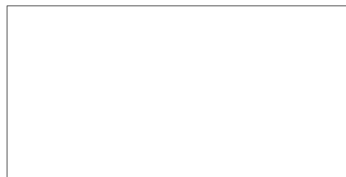
A new 2 year training plan was submitted yesterday.

~~CONFIDENTIAL~~

CONFIDENTIAL

See the attached minutes of the 39th meeting of AHIP. ~~SECRET~~. It reports on adoption of the final report on Document Security Indications. Also of interest is Army's ~~announcement~~ of a contract with RCA for a 1 year \$700,000 survey of Army intelligence operations.

25X1



CONFIDENTIAL

CONFIDENTIAL

Report for Week Ending 26 June 1957  
from  
RECORDS DISPOSITION BRANCH

Assignments:

Project 6-40 - Office of Central Reference

25X1

No change from previous report. Project is 99% complete.

Project 6-90 - Commercial Staff

25X1

No change from previous report. Project is 50% complete.

Project 6-97 - Suggestions Awards Staff

25X1

A visit to the General Services Administration was made to study the methods used in operating its awards program. Visits to other agencies have been arranged in an effort to obtain an across-the-board view of other programs operating throughout the Federal Service in order to assist the Suggestions Award Staff in further developing CIA's program.

Project 6-98 - Office of the Comptroller

25X1

The ARO has reported that the total volume of records in the Office of the Comptroller is 5295 feet as of June 1957 of which 881 feet were retired to the Records Center during FY 1957.

Project 6-81 - Office of Logistics

25X1

No change from previous report. Project is 99% complete.

Project 6-95 - Office of Personnel

25X1

The review of the Records Management Program in the Benefits And Casualty Division reveals some changes in the filing systems and types of records kept. These changes are a result primarily of the installation of the National Cash Register accounting system in the Insurance Branch. These changes are being recorded for inclusion in the revised Records Control Schedule.

The following proposals are in process of being installed or are under active consideration by the Division as a result of this review.

- a. ✓ The Insurance Branch has agreed to retire Insurance Vouchers after 1 year whether the vouchers have been audited or not.
- b. ✓ Inactive Premium Record Cards and Insurance Applications are being processed for retirement by the Insurance Branch.
- c. ✓ A proposal to place premium posting from machine listings into the National Cash Register System is under consideration by  Chief, Insurance Branch. These postings are still being done by hand and takes approximately 2 weeks of 1 clerks time each month.

25X1

CONFIDENTIAL

CONFIDENTIAL

- d. A proposal for the disposition of Compensation Claim Files on Agency personnel now in custody of the Bureau of Employees Compensation is under consideration by [redacted], Chief, Casualty Affairs Branch. 25X1
- e. A suggestion to combine two card files into one, and to have the card placed under the forms control system is being developed by the Casualty Affairs Branch under the guidance of [redacted] Forms Management Branch. 25X1
- f. The Casualty Affairs Branch has accepted the proposal for a standardized filing system and is awaiting installation of the system.

The survey will move on to the Credit Union today. Project is 10% complete.

News:

A follow-up was made on the Records Management Survey conducted in the Stock Management and Requirements Section/OL. The centralized files and Subject Numeric Filing system installed are functioning satisfactorily. The Section is now preparing for a cut-off and the beginning of new file series at the beginning of the fiscal year.

Disposition instructions were revised for three items in the Contacts Division/00 records control schedule.

25X1

CONFIDENTIAL